



SHERRI R. CARTER
District Court Executive
and
Clerk of Court

**UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA
WESTERN DIVISION
312 North Spring Street, Room G-8
Los Angeles, CA 90012**

**SOUTHERN DIVISION
411 West Fourth Street, Suite 1053
Santa Ana, CA 92701-4516**

**EASTERN DIVISION
3470 Twelfth Street, Room 134
Riverside, CA 92501**

September 8, 2006

Dear Counsel:

Re: Change in Procedures for the Electronic Filing of Social Security Documents

Effective November 1, 2006, a procedural change will be required when electronically filing any proposed documents in a Social Security case.

Counsel will continue to electronically submit the proposed document in PDF format with the related filed document in the CM/ECF system. However, effective November 1, 2006, counsel will also e:mail a copy of the proposed document in either Word or Word Perfect, along with a PDF copy of the related filed document, to an e:mail address for the magistrate judge assigned to the case. Please refer to the enclosed list of magistrate judge e-mail addresses.

For additional information and assistance, please refer to the CM/ECF page on the Court's website at www.cacd.uscourts.gov.

Sincerely,

Sherri R. Carter

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